

WATER QUALITY PROCESS AND PLANNING COORDINATOR

Purpose:

To actively support the City's stated mission and values. To work collaboratively with a multi disciplinary team to plan and implement short and long term strategies to achieve the City's water quality objectives as required by state and federal regulations. To provide support to the Environmental Services section of the Water Utilities Division of the Public Works Department.

Supervision Received and Exercised:

Receives direction from the Environmental Services Manager or from other supervisory or management staff.

Position Information:

The Water Quality Process and Planning Coordinator develops water quality testing protocol and coordinates laboratory and operational testing activities to optimize treatment processes, chemical usage, and system operation for water quality. In addition, the position coordinates bench and full-scale water quality studies to support decision-making processes for capital improvement projects; and plans and coordinates water quality modeling activities to support operational and capital modifications.

Essential Functions:

Duties may include, but are not limited to, the following:

- Coordinate multi-disciplinary planning activities to ensure compliance with current and future water and wastewater regulations;
- Evaluate water treatment and distribution system performance, operating reports, and laboratory tests to identify operational strategies for improving water quality;
- Develop and coordinate a strategic vision for effectively and efficiently achieving the City's potable and reclaimed water quality objectives;

Effective June 2010 Page 1 of 4

CITY OF TEMPE

Water Quality Process and Planning Coordinator (continued)

- Review water quality and process control information through inspection of system or plant records, technical data, operating reports and graphic charts;
- Review analytical and operational data and recommend parameters and methods for testing and water quality tracking;
- Write comprehensive reports on water quality and operational data to provide information for operational, infrastructure, and managerial decision-making processes:
- Provide technical support and expertise to water and wastewater treatment and water distribution and collection operational staff for process optimization to achieve water quality goals;
- Collaborate with a multi-disciplinary team to recommend operational, technological, and infrastructure modifications for existing or proposed groundwater wells, storage facilities, booster stations, remote treatment systems, treatment plants, blending strategies, disposal, or other processes to ensure that potable or reclaimed water meets local, state, and federal requirements;
- Participate in the overall planning, organization, and review of activities relating to the process control operation of the water distribution system, water treatment plants, or water/wastewater treatment plants, and groundwater wells;
- Assess the value of industry-wide monitoring and treatment technologies and strategies for water quality improvement and compliance as they relate to the City's facilities and unique operational characteristics;
- Review, recommend, and assist in the implementation of new monitoring/control instrumentation;
- Review chemical usage to determine optimal chemicals, doses, and application points for water quality improvement and system efficiency;
- Develop and implement water quality modeling strategies to simulate alternative operational and infrastructure solutions to water quality challenges for decision-support;
- Understand and maintain organized records and databases to support recommendations and strategic decision-making processes;
- Direct, facilitate, and energize diverse and multidisciplinary teams to identify and implement high-value solutions to the City's water quality challenges;

Effective June 2010 Page 2 of 4

CITY OF TEMPE

Water Quality Process and Planning Coordinator (continued)

- Demonstrate continuous effort to improve operations and water quality, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible experience in municipal water or wastewater system operation, water system engineering, water chemistry, or water and wastewater regulatory compliance.

Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, environmental engineering, chemistry, biology, environmental science, environmental management, water or wastewater treatment or a related field.

Licenses/Certifications:

Must obtain ADEQ Grade 2 water treatment, Grade 2 water distribution, and Grade 1 wastewater treatment certifications within one year of employment.

Possession of a valid driver's license at the time of application.

Examples of Physical and/or Mental Activities:

- Operate city vehicles;
- Occasionally lift heavy objects;
- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- May work alone for extended periods of time;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Conduct bench-scale laboratory testing:
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

Effective June 2010 Page 3 of 4

CITY OF TEMPE Water Quality Process and Planning Coordinator (continued)

Competencies:

(Pending)

Job Code: 285

Status: Exempt / Classified

Effective June 2010 Page 4 of 4